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Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020006-4

26 November 1976

MEMORANDUM FOR: Deputy Director for Administration

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FROM : [REDACTED]  
Acting Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 26 November 1976

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1. Recruitment: On 18 November, Mr. [REDACTED] our recruiter [REDACTED], attended a Minority Career Conference at the University of Texas at Austin (attended by minority and non-minority students). Mr. [REDACTED] interviewed a total of 23 people. Of this number he selected four as viable candidates. Ten of the interviewees were non-minority people; nine were Hispanic-American; four were Black. Of the four selected for interview, three were non-minority and one was Hispanic-American.

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Early in the day, Mr. [REDACTED] was mildly harassed by five young ladies who came not for interview at all but to harangue the Agency. The incident was not major and lasted only a few minutes. This may have been a spin-off of Mr. Colby's attendance at the University of Texas a week or so ago, or it could be related to the volatility of the Iranian student unhappiness which seems to be becoming more vocal in this geographic area.

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The turn-out of minority students this year was considerably smaller than last year. Perhaps the reason was the location of the conference at the LBJ Center, some four or five blocks off the main campus.

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2. Clerical/Courier/Guard Recruitment: On Thursday, 18 November, Mr. [REDACTED], WARO recruiter, recruited at the Virginia State Employment Office in Triangle, Virginia, as a follow-up to placement of an advertisement in the Potomac News for stenos, typists, couriers and guards. Fortunately, Mr. [REDACTED] advertisement requested that interested stenos and typists come to the office in the morning and guards and couriers in the afternoon. This was the first time that an ad has been placed in this newspaper, which has its circulation in the Triangle, Quantico and Dale City areas. A total of 116 applicants appeared for interviews, of which 98 were tested. Following

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this testing, 43 were interviewed before the office's close of business. Mr. [ ] has made arrangements to interview the rest at a later date. Mr. [ ] reports that the principal reason for the large turnout was not major unemployment. Most of those interviewed are currently working but wish to better themselves. They are attracted to Federal employment, but not in Washington, D. C. Learning from the advertisement that employment opportunities with CIA exist in Northern Virginia, they responded enthusiastically.

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3. Special Briefing: Ms. Marilyn Galloway, Placement Officer at Gallaudet College, conducted a briefing for supervisors of deaf employees and others dealing with hearing-impaired persons on 18 November. Mrs. Galloway talked about the problems of communicating with hearing-impaired persons, mechanical devices available to facilitate communications, some cultural aspects affecting attitudes of able-bodied and deaf persons, facilities available at Gallaudet, etc. The atmosphere was dampened by the news of the tragic death of Mr. [ ] who had been encouraging such a meeting and who was planning to attend with eight of his employees.

4. EOD Briefing: We are arranging for the relocation of the professional/technical entrance-on-duty classes to the Ames Building. All those who brief the incoming employees have been contacted and agree to the change.

5. Summer-Only Program: As of 19 November, 318 applications have been mailed to Summer-Only applicants and 13 have been returned to the Office of Personnel.

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7. Open Season for Health Benefits Insurance: The Insurance Branch has received 156 actions for enrollment or changes in health insurance during the first week of open season. Total enrollment in the Agency's Association Benefit Plan has thus far increased by 64. This compares with a total increase of 21 in the ABP for the entire 1975 open season.

8. Special Ceremony: An impressive Special Awards Ceremony was held on 23 November in the NPIC auditorium. Service awards, the Outstanding Performance Rating, QSI's, Suggestion Awards and a \$7,000 Special Achievement Award were presented. Messrs. Bush, Knoche, Dirks and Hicks

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participated in the ceremony. Mr. Bush gave a short talk related to the importance of NPIC's role and the impressive talents of their employees. Mr. Janney, several Suggestion and Achievement Awards Committee members, and two members of the Committee's staff were guests. A total of 160 employees was present in the NPIC auditorium for this ceremony.

9. Morale Survey: A large number of returns on the new supervisors' survey of morale has been received.

10. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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Coming Events:

1. We will continue our work on EAG action items.
2. In anticipation of over 50 Agency employees who will be retiring, we have reserved room 1A70, Headquarters, to help facilitate the exit processing on 30 December 1976.
3. We will complete our review of the Special Educational Allowance request in the DDO/LA area.
4. We plan to continue our review of items in  which require revision.
5. Work will continue on the secretary position standard.
6. Returns are in from the Recreational Survey, and we expect to report the results within the next two weeks.

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Dist:

- 0 & 1 - Add
- 1 - MAS/DDA
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - D/Pers

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1 - D/Pers Chrono

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